

**Task List**  
**ADMINISTRATIVE SERVICES**  
**Business Office**

Student \_\_\_\_\_ Department \_\_\_\_\_

The student will read and study departmental policy and procedure manuals for ADMINISTRATIVE SERVICES. The student will either observe or aid in the performance of the following activities.

Activities Observed	Activities Aided	Date

Facility Supervisor Signature \_\_\_\_\_  
Student Signature \_\_\_\_\_